

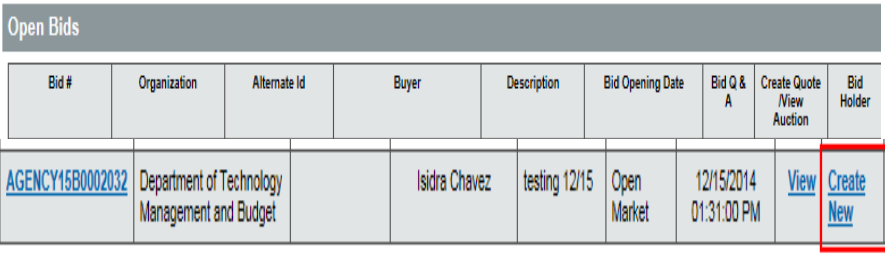
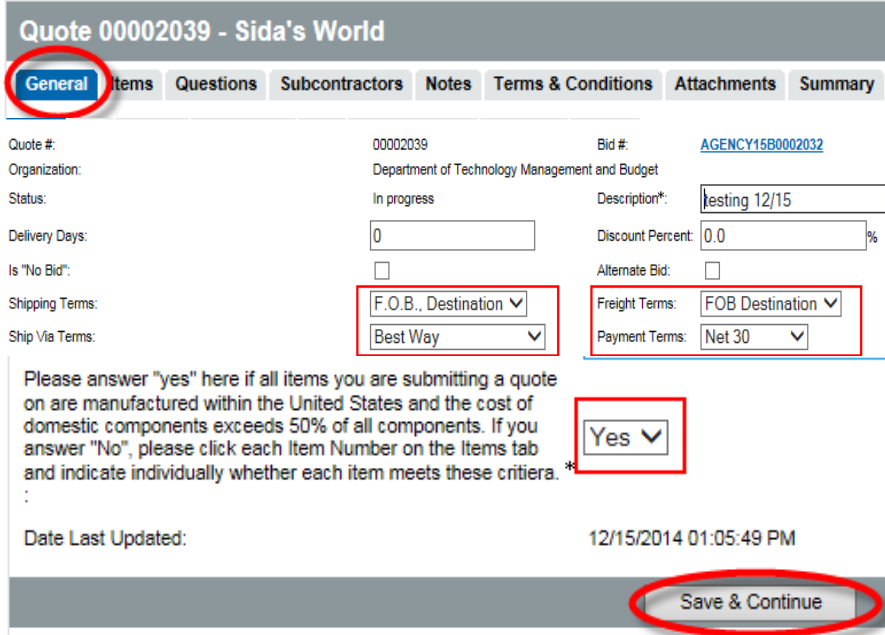
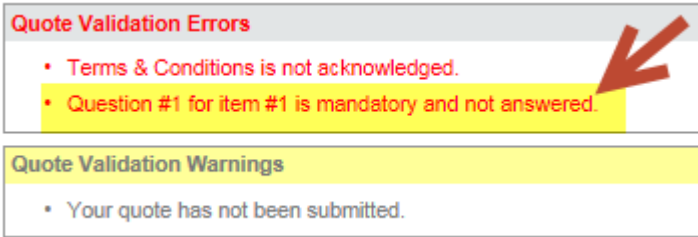
Introduction

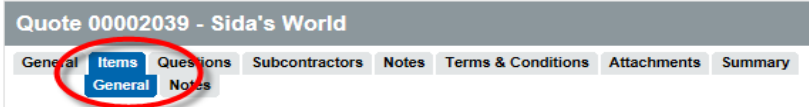
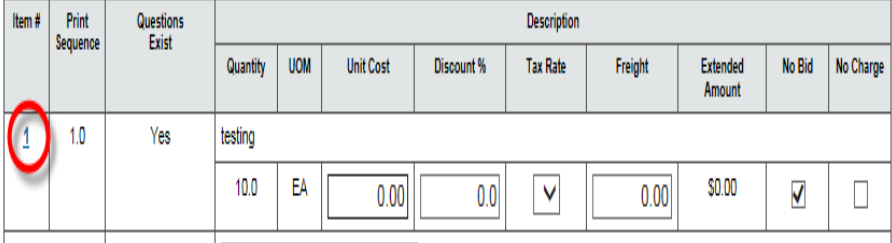
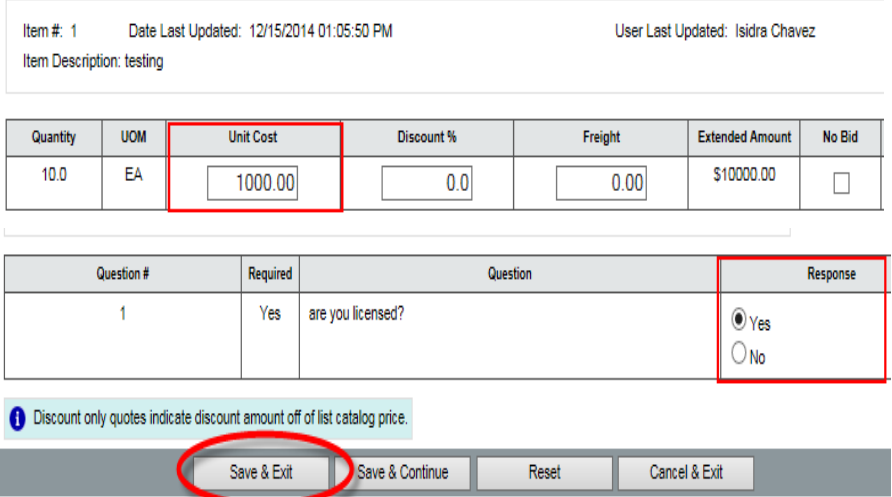
The “How to Access & Respond to Mandatory Item Questions” Quick Reference Guide is designed to provide the minimum steps necessary in accessing & responding to specific Item questions on a Bid Solicitation.

Pre-requisites

You must be a Registered Vendor in Buy4Michigan.

Steps

<p>Step 1:</p> <p>a.) From the Open Bids section, choose your Bid of interest and click the Create Quote link.</p>	
<p>Step 2:</p> <p>The page defaults to the New Quote page, General Tab.</p> <p>a.) Fill out ALL required and necessary fields.</p>	
<p>Step 3:</p> <p>Above the screen you will see a Validation Error message indicating your T&C's need to be acknowledged and that there is a mandatory question not answered yet.</p>	

<p>a.) Moving left to right on the Header Tabs, select the Items Tab.</p>	
<p>Step 4:</p> <p>a.) Click the Item # link in the Item # column to access the mandatory question.</p>	
<p>Step 5:</p> <p>a.) Enter in your Unit Cost and any Discount if applicable.</p> <p>b.) Answer the mandatory question.</p> <p>c.) Click Save & Exit when complete.</p>	

Step 6

As you can see, the error message regarding the mandatory question has disappeared.

- a.) Select the **Terms & Conditions** Tab.
- b.) Accept the **T&C's**.

General Item Information Validation Errors

- Terms & Conditions is not acknowledged.

General Item Information Validation Warnings

- Your quote has not been submitted.

Quote 00002039 - Sida's World

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary

File Name	Description	
STANDARD CONTRACT TERMS 03-21-14.doc (STANDARD CONTRACT TERMS 03-21-14.doc)	Standard Contract Terms	21
testing (Desert-17.jpg)	1	84

Do you accept the terms & conditions of the bid?

☒ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

Save & Continue

Step 7

- a.) Select the **Attachments** Tab.
- b.) Upload necessary documents.

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General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary

i Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be

i Click Add Attachment to add attachments.

No Attachments

Add Attachment

Step 8

- a.) Select the **Summary** Tab.
- b.) Scroll down to the bottom of the page and **Submit** your Quote.

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General Items Questions Subcontractors Notes Terms & Conditions Attachment **Summary**

Print Submit Quote Cancel Quote